

Arkansas Community Action Agencies Association (ACAAA)

Professional Development Director Job Announcement – Open Until Filled

- Job Title:** Professional Development Director
Location: Little Rock, Arkansas
Type of Position: Regular; full-time; exempt; contingent on grant availability
Reports To: Executive Director
Salary: DOE, with 100% paid health/dental/ADD/life insurance; paid sick and annual leave; SEP IRA. (Waiting periods may apply.)
To Apply: Submit résumé and references to Terry Bearden, Executive Director, at tbearden@acaaa.org no later than 5:00 p.m. on 3/19/2021.
Note: Interviews will be conducted via web-based meeting, due to COVID-19 restrictions.

The Professional Development Director will:

- Deliver in-person and virtual professional development content designed for adult learners, especially executives, administrative and program managers, direct service staff, and board members of nonprofit organizations.
- Implement existing learning & professional development strategies for association member agencies.
- Design custom modules to meet identified skills development needs, as directed and in coordination with executive director.
- Research and recommend new training topics/materials and certification programs to enhance current training procedures and provide value to member agencies.
- Serve as administrator of the Learning Management System (LMS), including posting of content; coordination of enrollment; tracking and reporting of participation and completion rates; technical assistance to agency training coordinators and other instructors, and coordinate tech support with LMS host, when required.
- Assess training needs, assist in the planning of training events/conferences, and track and report training outcomes.
- Identify, vet, and make recommendations for contracting with outside consultants to lead training sessions and professional development opportunities not offered by the association.
- Collaborate with other association staff and community partners in furtherance of the association's mission.
- Some travel, including overnight stays, up to 30% of time, may be required.
- Other duties, as assigned.

Requirement and Preferences:

- Minimum of a high school diploma, or equivalent, is required.
- Current Arkansas driver's license and proof of liability insurance is required.
- Current, or renewable, facilitator and/or instructor credentials for training and/or certification programs relevant to the nonprofit sector are preferred (e.g., Results Oriented Management and Accountability (ROMA); University of Connecticut Empowerment Skills for Family Workers (FDC); Head Start; Society for Human Resource Management (SHRM); Community Development Institute, etc.).
- Experience providing training is required; experience providing training to nonprofit agencies is preferred.
- Experience in leading small group exercises, as part of training sessions, is required.
- Experience managing an LMS is preferred.
- Ability to operate within defined training program budgets is required.
- Completion of all required employment documents and submission to a criminal background check is required.

ACAAA is an Equal Opportunity Employer and does not discriminate against any job applicant because of race, color, ethnicity, religion, sex (including gender identity, sexual orientation, and/or pregnancy), national origin, age (18 or older), disability, or genetic information. A post-employment criminal background check is required but will not necessarily affect employment status.